



## Washington State Procedures for

# Safe Bunkering

UPDATED JUNE 1995

(Rule Effective 10/94)

### OVERVIEW

To assist vessel personnel in conducting bunkering operations, the Washington State Department of Ecology (Ecology) has developed these *Procedures for Safe Bunkering*. This document emphasizes the importance of proper procedures, communication and monitoring before, during, and after a bunkering operation.

- For receiving vessels, see Pages 2 and 3.
- For delivering vessels, see Page 4.

Under these Procedures, the duties of each person involved in a bunkering operation are clearly defined. The Procedures also require vessel owners and operators to adopt company policies to improve the safety of bunkering.

All vessels 300 gross tons or larger bunkering in Washington State must comply with Washington State bunkering regulations as set forth in Washington Administrative Code (WAC) 317-40. Vessels must also comply with U.S. Code of Federal Regulations, Title 33 Section 155 and 156 and Title 46 Sections 12, 15, and 35 prior to any bunkering operation. Ecology vessel inspectors may board your vessel to check compliance with Washington's bunkering procedures. Failure to follow required procedures may result in fines and/or criminal prosecution.

**The Procedures MUST be followed before and during every bunkering operation in Washington waters.**

*If you would like to receive this information in one of the following languages, please contact our office, or fax request to 1-800-664-9184 or (360) 407-7455.*

- |           |            |
|-----------|------------|
| ■ Russian | ■ Chinese  |
| ■ Tagalog | ■ Korean   |
| ■ Greek   | ■ Japanese |

Spill Prevention, Preparedness,  
and Response Program  
P.O. Box 47600  
Olympia, WA 98504-7600  
TEL: (360) 407-7455  
FAX: (360) 407-6042/7288  
TDD: (360) 407-6006

## RECEIVING VESSEL PROCEDURES

### VESSEL PRE-LOADING PLAN

Prior to bunkering, the Pre-Loading Plan must be completed by the Person in Charge and posted on the receiving vessel near the point of transfer. The Pre-Loading Plan must be retained with the Declaration of Inspection for 30 days.

At a minimum, it must include:

- Identification, location, and capacity of the bunker tanks receiving oil;
- Level and type of liquid in each bunker tank at the scheduled time of bunkering;
- Final ullage or innage, and percent of each tank to be filled;
- Sequence in which tanks are to be filled; and
- Procedure to regularly monitor all bunker tank levels and valve alignments.

### TRAINING

The Person in Charge must conduct training no more than **48 hours prior** to the intended time of bunkering. This training session must include all crew members who are likely to assist in the bunkering operation.

All **relieving crew members** must be trained in these Procedures by the Person in Charge prior to assuming bunkering duties.

The training must include a review of the:

- Vessel's Pre-Loading Plan;
- Oil Spill Penalties;
- Vessel's Oil Transfer Procedure per 33 CFR 155.750, including each person's responsibilities;
- Communication Guide of standard hand signals and English phrases;
- Deck watch requirements for the Point of

Transfer Watch and Deck Rover Watch; and

- Shutdown procedures that allow all vessel personnel to request immediate shutdown of the bunkering operation. If a shutdown occurs, all bunkering personnel must be notified.

### PRE-TRANSFER CONFERENCE

The Pre-Transfer Conference must take place onboard either the receiving or delivering vessel or facility, **in person** between the Persons in Charge, before the bunkering operations begin.

The conference must comply with existing U.S. Code of Federal Regulations (CFRs) and also cover the following:

- A review of each item on the Declaration of Inspection pursuant to 33 CFR 156.150;
- A review of English proficiency. A receiving vessel may not receive bunkers unless a person is present at the conference who is proficient in English, and in a language common to the crew. The receiving vessel's owner or operator must provide an interpreter proficient in English at the delivering vessel's request;
- Identification of the Point of Transfer Watch and Deck Rover Watch; and
- A discussion of the emergency shutdown procedures and topping off.

### DUTIES OF BUNKER PERSONNEL

Those persons required by the Oil Transfer Procedure to be involved in the bunkering operation must have no other tasks, and must remain at their work stations during topping off.

## FILLING TANKS

- The delivering vessel must be informed by the receiving vessel before topping off tanks or changing over begins, in order to adjust the flow rate.
- The Person in Charge must inform the Deck Rover Watch when topping off or changing tanks so that they may monitor the deck and water adjacent to the ship for spills.

## RECEIVING VESSEL REQUIREMENTS

### ACCOMMODATION LADDER

A receiving vessel must have an accommodation ladder rigged for access between the receiving and delivering vessel or facility. If the vessel's master determines that the ladder is inaccessible from the delivering vessel or facility, another means of access must be provided that meets SOLAS requirements. If the vessel master determines access is not safe due to weather or sea state, the master may allow communication by radio or sound-powered phones.

### WATCH REQUIREMENTS

Watch personnel involved in bunkering should be able to communicate to the delivering vessel using hand signals and phrases on the *Communication Guide* posted at the point of transfer. A Deck Rover Watch shall be assigned to roam about the deck to monitor for oil spills. The Deck Rover Watch may also conduct routine ship duties on deck while checking for oil spills.

## WORK HOURS

Personnel involved in bunkering may not work more than **15 hours in any 24-hour period**, nor more than **36 hours in any 72-hour period** except in an emergency or spill response operation.

Emergency means an unforeseen situation that poses an imminent threat to human safety, or the environment, or substantial loss of property.

Owners and operators of receiving and delivering vessels must monitor records of hours worked by bunkering personnel to ensure compliance with work hours.

## RECORD KEEPING

### TRAINING

The Receiving Vessel Master, or the Master's designee, must make an entry in the vessel's deck or official log book noting that the training was conducted by the Person in Charge, and recording the names and ratings of those who attended.

### PRE-TRANSFER CONFERENCE

The Receiving Vessel Master or deck officer in charge must make an entry in the vessel's deck or official log book stating that the Pre-Transfer Conference was conducted by the Person in Charge of bunkering.

## DELIVERING VESSEL PROCEDURES

### TRAINING

The Person in Charge on the delivering vessel shall be trained to follow these procedures with an emphasis on the Pre-Transfer Conference and the items for which the ship's crew is responsible.

### PRE-TRANSFER CONFERENCE

The Pre-Transfer Conference must take place onboard either the receiving or delivering vessel or facility, **in person** between the Persons in Charge, before bunkering operations begin. This must be done in compliance with existing U.S. Code of Federal Regulations (CFRs) and must cover the following:

- A review of each item on the Declaration of Inspection pursuant to 33 CFR 156.150;
- A review of English proficiency. A receiving vessel may not receive bunkers unless a person is present at the conference who is proficient in English, and in a language common to the crew. The receiving vessel's owner or operator shall provide an interpreter proficient in English at the delivering vessel's request;
- Identification of the Point of Transfer Watch and Deck Rover Watch; and
- A discussion of the emergency shutdown procedures and topping off.

### START-UP AND SHUT-DOWN CRITERIA

Delivering vessels shall not begin bunkering unless the following criteria are met:

- Tankermen meet 46 CFR 12.20 certification, and have been trained in using these Procedures;
- All the conditions of the Pre-Transfer Conference are met;
- All the conditions of the Declaration of Inspection are met;
- Either visual, voice, or radio contact must be continually maintained by the

delivering and receiving vessel;

- An accommodation ladder or a SOLAS-approved ladder has been lowered to the delivering vessel;
- Topping off is discussed; and
- A representative from the receiving vessel, who is proficient in English, is present at the Pre-Transfer Conference.

## DELIVERING VESSEL REQUIREMENTS

### WORK HOURS

Delivering vessel personnel involved in bunkering may not work more than **15 hours in any 24-hour period**, nor more than **36 hours in any 72-hour period** except in an emergency or spill response operation. Emergency means an unforeseen situation that poses an imminent threat to human safety, or the environment, or substantial loss of property.

### A REMINDER

**Safe, pollution-free bunkering is of paramount importance in Washington State.** Failure to follow required procedures under WAC 317-40 may result in fines and/or criminal prosecution.

For a complete set of the rules summarized in this publication, or to request this information in alternative format, contact the Department of Ecology, Spills Program at (360) 407-7455, or fax request to 1-800-664-9184 or (360) 407-



# BUNKER PRE-LOADING PLAN

Vessel Name: \_\_\_\_\_

Person-In-Charge: \_\_\_\_\_ Date: \_\_\_\_\_

Fuel Delivery Rate Recommended: \_\_\_\_\_ Maximum: \_\_\_\_\_ Topping Off: \_\_\_\_\_

Total Bunkers to be Taken \_\_\_\_\_ Supplier/Barge \_\_\_\_\_

Fill Sequence	TANK		Product Name	INNAGE/ULLAGE <input type="checkbox"/> meters & tenths <input type="checkbox"/> feet & inches		
	Number/Name	Total Capacity Units _____ @ _____ % full		Starting	Planned Final	Percent Full at Planned Final

Notes and Special Instructions (crew assignments, monitoring procedures, valve alignments, etc.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

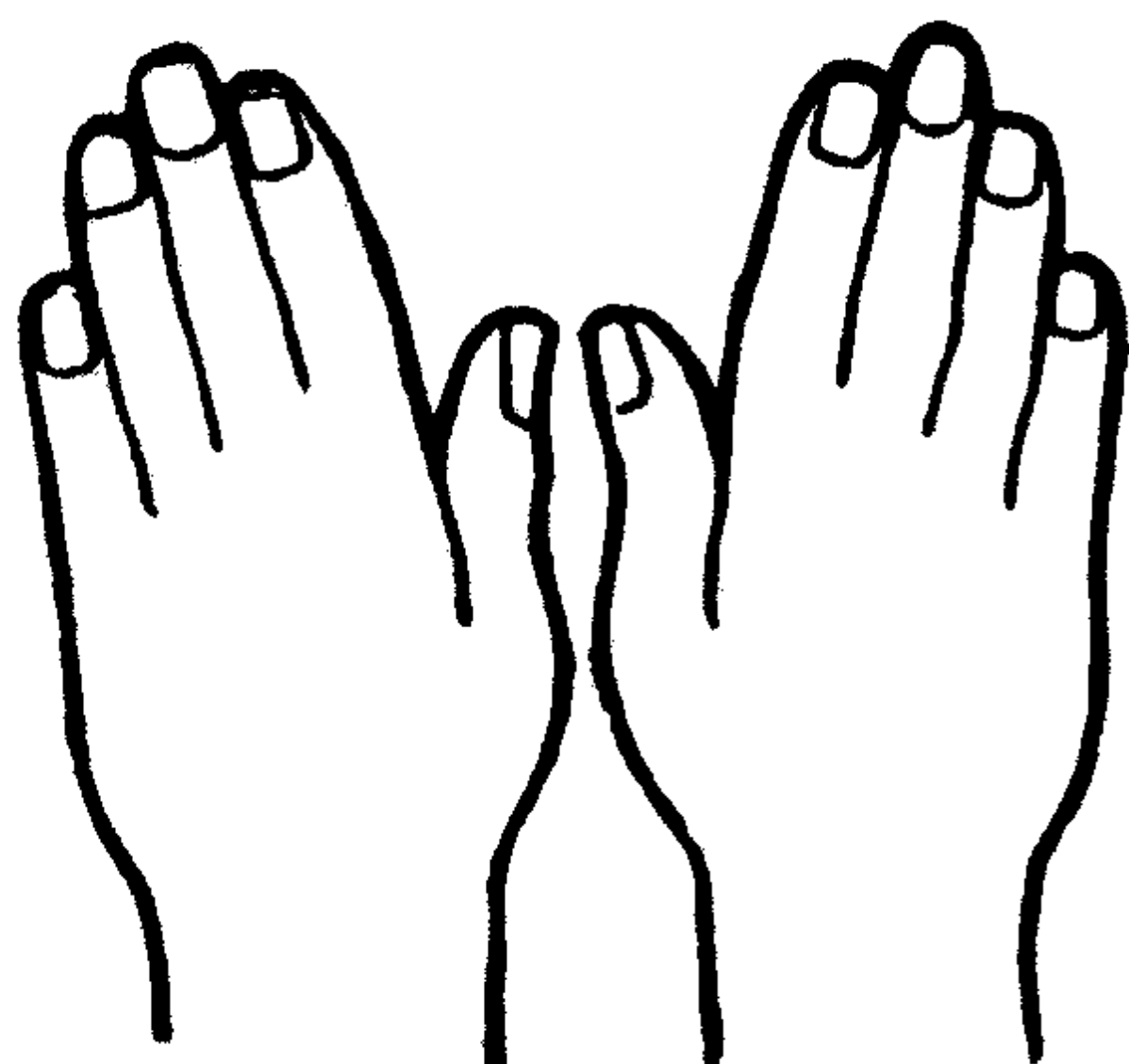
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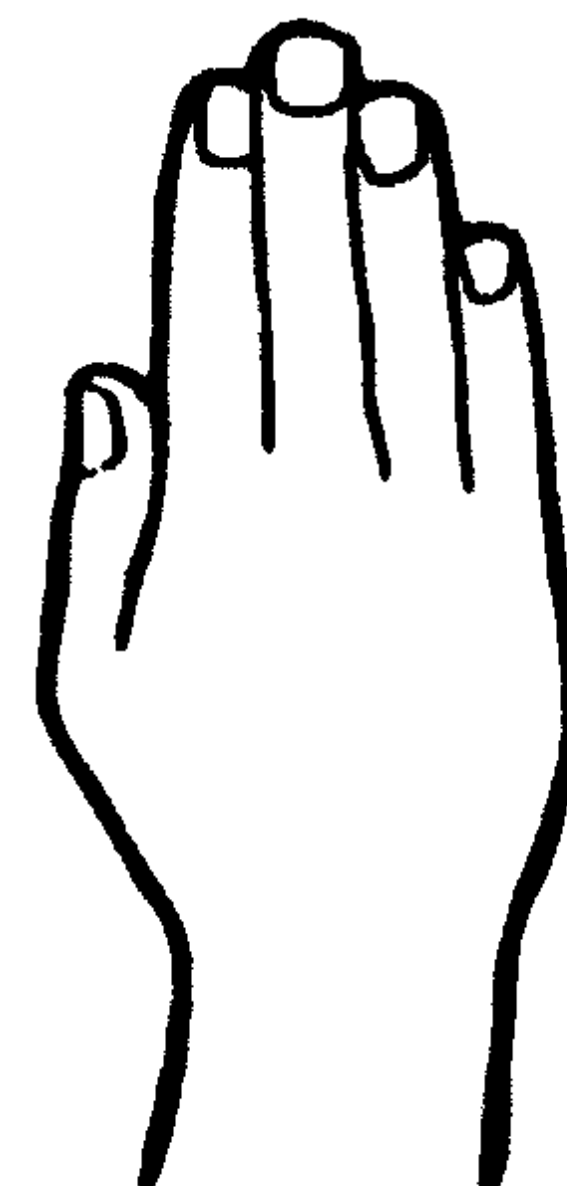
# COMMUNICATION GUIDE

for Ship and Bunker Barge

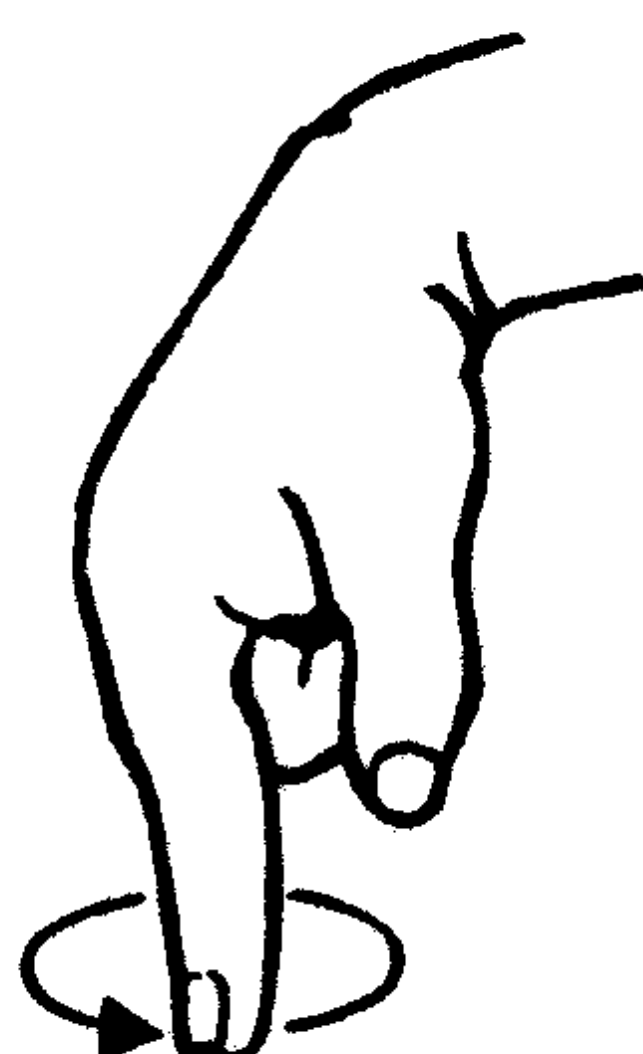
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**HOLD**



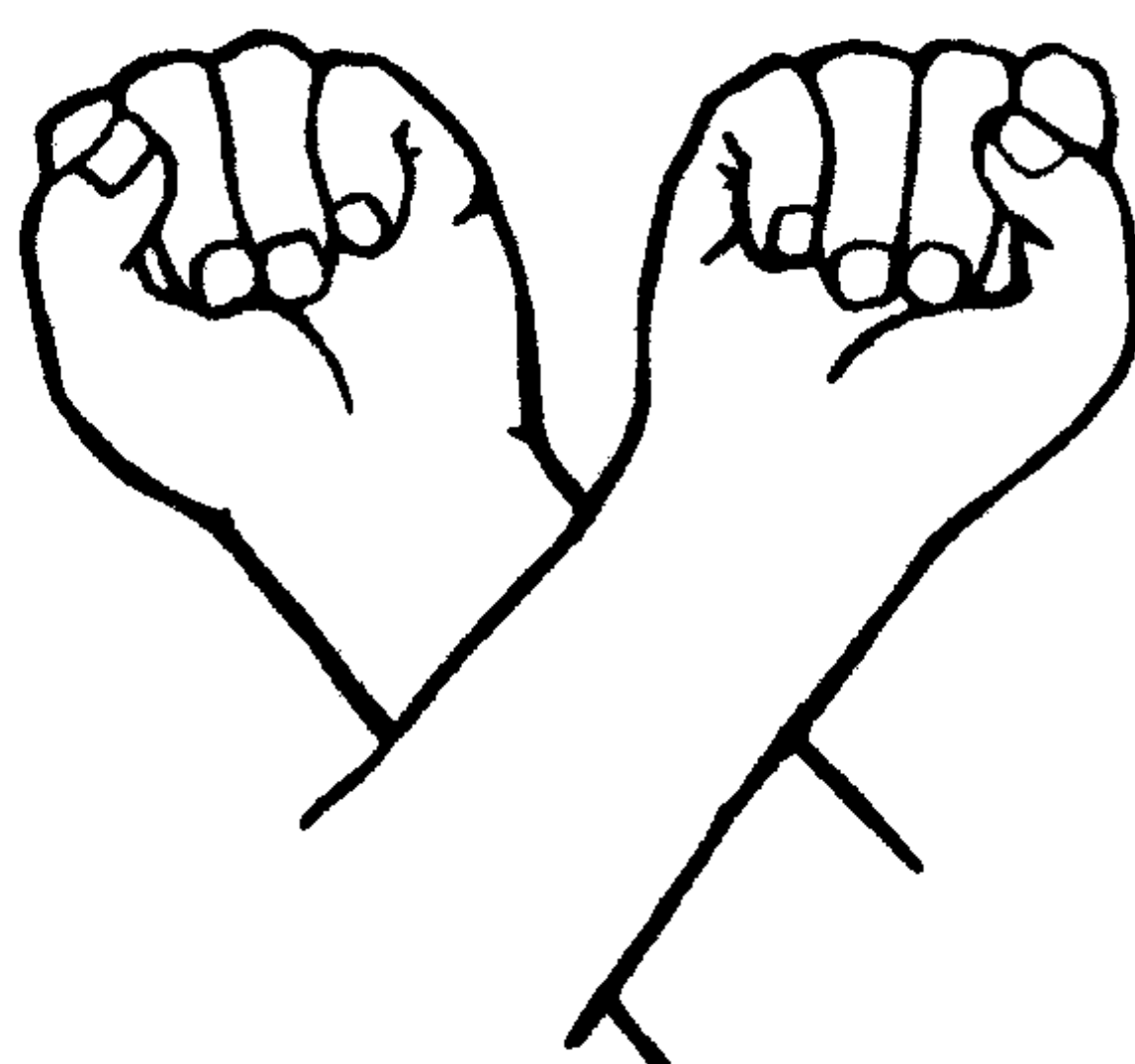
**WAIT**



**SLOW**



**FAST**



**STOP**



**FINISH**

**IN CASE OF AN OIL SPILL, CONTACT THE FOLLOWING ORGANIZATIONS IMMEDIATELY:**  
**WASHINGTON:** U.S. Coast Guard, 1-800-424-8802; and Dept. of Emergency Mgmt., (800) 258-5990  
**OREGON:** U.S. Coast Guard, 1-800-424-8802; and Dept. of Emergency Mgmt., (800) 452-0311

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